

HUMAN RESOURCES

POLICY DESCRIPTION FORM

Department/Group: Human Resources/Admin/Exec **Budget Code:** AAA HRD
Title: Restore Vacant Budgeted Position—Equal Employment Opportunity Office

PRIORITY: Rank 1 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This Human Resources Officer II position is the lead employee for the Equal Employment Opportunity Office (EEO). On March 8, 2003, this position was vacated due to a promotion. The position is responsible for:

- supervising preparation and monitoring of the federally mandated EEO plan and providing assistance to departments in establishing their EEO plans
- investigating and resolving discrimination and sexual harassment complaints
- providing training regarding compliance with state and federal laws pertaining to sexual harassment, the Americans with Disabilities Act (ADA), EEO, and other anti-discrimination legislation.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 114,751	\$ 118,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Human Resources Officer II	114,751
_____	_____	_____
_____	_____	_____

Services & Supplies	_____	_____
Other (specify) _____	_____	_____
Equipment	_____	_____

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____	_____	_____
Total:	\$ 114,751	\$ 118,000

REVENUE (specify source)	_____	_____
_____	_____	_____
_____	_____	_____
Total:	\$ 0	\$ 0

LOCAL COST	\$ 114,751	\$ 118,000
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